

State Government Digital Preservation Profiles

Michigan 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.

Michigan

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

Michigan Department of History, Arts and Libraries

Mark Harvey, State Archivist

Bernadette Bartlett, Library of Michigan

Caryn Wojcik, Records Mang. Services

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	X	X
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).				X	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.

Dept. of Information Technology

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	X	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.

Dept. of Information Technology

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	X

Other standards and the units with authority over setting them.

No information provided

Additional information.

Legislative Information Technologies Division

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	X	X
Consultation and training services on digital information preservation.			X	X	X
Preservation (e.g., migration, reformatting).			X	X	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 Information Technologies Division

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	X

Other standards and the units with authority over setting them.

No information provided

Additional information.

Judicial Information Technologies

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
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	X	X	X
Consultation and training services on digital information preservation.		X	X	X	X
Preservation (e.g., migration, reformatting).			X	X	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.

No information provided

Additional information.

Judicial Information Services Div.

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:

No information provided

SHORT DESCRIPTION:

The State Archives of Michigan with funds from the NHPRC PAT Project is preserving precinct-level elections data for 1972-2004. A Web-based search interface and GIS maps will be created to provide public access.

As required by MCL 397.19 and 397.20, the Library of Michigan collects, provides access to, and distributes state government information. In response to the overwhelming transition of state government information from print to digital, the Government Documents unit has instituted a digital preservation program for state government publications. Using OCLC's Digital Archive, the unit selects, captures, catalogs and preserves digital Michigan documents from the official State of Michigan Web portal. The documents can be searched and viewed via the library's catalog (Answer) independent of the state portal which has no standards or regulations in place regarding the durability of the information that is made available nor the preservation of information that is removed.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

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

Library of Michigan's online catalog, Answer <http://35.9.2.51/search~S37>

CONTACT FOR THIS ACTIVITY:

Library of Michigan Government Documents contact directory
http://www.michigan.gov/hal/0,1607,7-160-17449_18637-50989--,00.html

Caryn Wojcik
wojcik@mi.gov

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

Web Page Preservation

SHORT DESCRIPTION:

The State Archives and Library of Michigan with Dept. of Info Tech. partner to capture an annual snapshot of the Mi.gov Web portal.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

n/a

CONTACT FOR THIS ACTIVITY:

Caryn Wojcik
wojcik@mi.gov

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

ContentDM

SHORT DESCRIPTION:

Catalog and digitize 4,000 photographic images available to the public online. Materials are cross indexed and MARC cataloged.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

<http://haldigitalcollections.cdmhost.com>

CONTACT FOR THIS ACTIVITY:

Mark Harvey
harveym@mi.gov

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:
IRMA

SHORT DESCRIPTION:

The Records Mang. Services is providing intranet accessible storage of digital images for state agencies that are not implementing a full-scale imaging system.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

<http://www.mi.gov/recordsmanagement>

CONTACT FOR THIS ACTIVITY:

Brice Sample
sampleb@mi.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.

We need tools and funds more than training.

Additional information on existing training programs.

DHAL is updating its strategic plan for elec. records and public management and preservation with the goal of securing new funding.

The Government Documents unit is currently revising collection development and appraisal guidelines that address digital state government publications. The criteria for collection development and appraisal of all Michigan documents is based on content, regardless of format, in order to insure subject depth and consistency within the collection over time. Currently this information is not available online, but can be provided by contacting the Government Documents unit. http://www.michigan.gov/hal/0,1607,7-160-17449_18637-50989--,00.html

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:

E-mail, desktop e-records (MS Word, Access etc.)

All digital information currently posted to executive, judicial and legislative Web sites.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

These electronic records are created and maintained by individual employees who know little about RM and archives. Their primary job function has nothing to do with RM or archives.

Michigan does not have a statewide policy regarding the preservation of digital information at the point that information originates. Preservation is left to the state library, archives and records center to accomplish with inadequate authority, funding, legislation and regulations. State agencies are not expected, nor required to participate in preservation activities or follow specific standards until after the information is created, when collaboration and communication with the library, archives or records center before the information was created could alleviate potential preservation issues.

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

Enterprise-wide implementation of RMA's.

State library, archives and records center are working together to develop an electronic records strategic plan to strengthen our agency's ability to preserve digital information and to raise the visibility of our efforts within state government. The state library has decided to transition the state documents program from a primarily print format to primarily digital format, which will streamline our acquisition and dissemination processes to insure prompt and comprehensive acquisition of all appropriate Michigan documents. The documents will be captured and stored via OCLC's Digital Archive insuring long-term access and preservation.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

Web sites and Web published government documents

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

Frequent content changes.

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

We are still developing a formal methodology for capturing annual snapshots of the Web portal.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

Databases with long-term or permanent value.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

Technology obsolescence and not all data is listed on approved retention and disposal schedules yet (work in progress).

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

Develop new R&D schedules, educate DIT about migration, issue data migration standards (working with ARMA to develop).

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

There are several instances of information that has transitioned from a print publication to a digital format which cannot be captured/harvested by the library's digital preservation system. Many popular and valuable annual reports such as the Michigan School Report and County Economic Profiles are now only available online in a database format which is incapable of providing a historic 'snapshot' as the annual print editions did. The library has also noticed a declining trend in the creation of 'publications' or information with identifiable 'borders'. Instead, agencies are posting specific-subject Web pages that contain some general text and then links to other pieces or

information or Web 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.

Yes

Involved in state's Enterprise Architecture efforts.

Yes

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

State CIO's project team

Electronic Records Preservation Project team

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