

State Government Digital Preservation Profiles

New Jersey 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.

New Jersey

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

Deborah Mercer - New Jersey State Library

Dan Noonan - Division of Archives & Records Management

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
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.

Other: Office of Information Technology

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
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	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.

Other: OIT

Additional information.

The State Library preserves digital documents in a very elementary manner.

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	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.

Other: OIT

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
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.

Other: OIT

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.

The Judiciary has responsibility for setting its own standards and administering its archiving and records retention program.

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.
Judiciary establishes standards.

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:

New Jersey Digital Highway

SHORT DESCRIPTION:

The NJDH is a centralized location where users can find information on New Jersey's historical and cultural past. It is not focused solely on documents and records but historical state publications and records are part of its collection.

The project is a collaboration between Rutgers University, New Jersey State Library, State Archives, New Jersey Historical Society and the American Labor Museum along with many other smaller museums, historical societies and libraries that have provided content.

The NJDH has set standards and built the infrastructure for digital preservation in New Jersey.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

www.njdigitalhighway.org

CONTACT FOR THIS ACTIVITY:

Deborah Mercer - dmerc@njstatelib.org

Dan Noonan - Daniel.Noonan@sos.state.nj.us

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

New Jersey Publications

SHORT DESCRIPTION:

The New Jersey State Library captures digital publications and saves them to its own server, a copy is printed and cataloged with a link in the cataloging record to the captured and saved copy on the NJSL server. Digital publications are accessible through the library catalog in-house or remotely. To date we have over 2,000 digital publications in our catalog.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

http://www.njstatelib.org/Collections_and_Services/NJ_Government.php

CONTACT FOR THIS ACTIVITY:

Deborah Mercer - dmerc@njstatelib.org

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

Public Records Image Processing System Certification Program

SHORT DESCRIPTION:

This program sets standards for and establishes a compliance mechanism for all state and local agencies that choose to digitally convert their documents. Enabled by Public Law 1994, Chapter 140 and governed by regulations as set forth in the New Jersey Administrative Code 15:3-4 and 5, agencies must submit an application detailing who they are, what records are being imaged, hardware and software used for capture and retrieval, quality control measures, data migration strategy, and disaster prevention and recovery planning.

Systems are reviewed (including site visits) by the Division of Archives and Records Management and are certified by the State Records Committee. This program applies to digital document conversions whether conducted in-house or by a service bureau. Systems must be reviewed on an annual basis.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

<http://www.njarchives.org/links/imgcertification.html>

<http://www.njarchives.org/links/njac-15-3-4.html>

<http://www.njarchives.org/links/njac-15-3-5.html>

<http://www.njarchives.org/links/pdf/pl1994-c140.pdf>

<http://www.njarchives.org/links/certified-systems.html>

CONTACT FOR THIS ACTIVITY:

Daniel W. Noonan, Supervisor, Electronic Records Management
609.530.5874 or Daniel.Noonan@sos.state.nj.us

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

Public Archives & Records Infrastructure Support (PARIS) Grants Program

SHORT DESCRIPTION:

The PARIS Grants Program's mission is to meet the strategic archives and records management, storage, and preservation needs of New Jersey's county and municipal governments. Enabled by Public Law 2003, Chapter 117, this program provides annual grants to county and municipal governments to fund strategic advancements to build and improve the infrastructure of public records administration for County and municipal government and archives and records programs statewide.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

<http://www.njarchives.org/links/paris.html>

CONTACT FOR THIS ACTIVITY:

Jennifer Petrino, Administrator, PARIS Grants Program
609.530.7943 or Jennifer.Petrino@sos.state.nj.us

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:

Managing Electronic Mail: Guidelines & Best Practices

SHORT DESCRIPTION:

This Circular Letter offers guidance and advice for the efficient and effective management of email. The premise is that email in and of itself is not a records type, but is the transmission of a record. Retention of email, as with any record, should be driven by its content and the statutory, regulatory, fiscal, and/or administrative need to maintain the record.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:

<http://www.njarchives.org/links/circular-letter-03-10-st.html>

CONTACT FOR THIS ACTIVITY:

Albin Wagner, Chief, Bureau of Records Management
609.530.3204 or Albin.Wagner@sos.state.nj.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:

E-mail

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

Although, the Division of Archives & Records Management has issued guidance for managing email (<http://www.njarchives.org/links/circular-letter-03-10-st.html>), the state, nor individual departments and/or agencies have adopted an email management and retention policy or implemented an effective system.

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

Outside of the circular letter, there are no current strategies.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

Proprietary records systems

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

The use of proprietary records systems leads to costly migrations if they can be migrated at all. Even when an agency has the source code escrowed, it still typically takes a 'heavy lift' to migrate data - it is not simply exported and mapped to the new system.

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

The State expresses a preference for commercial off the shelf products. If a custom application is developed there is a preference for an open architecture at the application program interface (API) level and certainly source code should be escrowed.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

Digital Photography

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

The use of digital photography, especially by agencies such as the Governor's office has supplanted film-based photography. Currently, there is no standard in place for the file format or preservation of these images. Unfortunately, they are typically downloaded and saved as jpg files and the damage and degradation have already begun.

If images need only be maintained as short term records this is not the worst scenario. However, for images that are scheduled for long term or permanent retention, this is a significant problem as is the method for storing them, as electronic storage media is not a long-term preservation tool.

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

Although agencies should look to the standards set forth in N.J.A.C. 15:3-4 & 5 for guidance in preserving the digital images, there is no requirement to do so.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

Documents Located on Local PCs

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

Many agencies either are not networked or do not use the network as a disaster prevention and recovery tool. Network servers are typically backed-up whereas the local desktop PC is not. If documents are not saved to the network drive they will not be backed up.

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

Many agencies now set the user's 'My Documents' folder to be on a networked drive, thereby creating a situation where documents and files are backed up on a routine.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:

Databases and other general types of digital government information.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:

Lack of awareness of the importance of preservation and the historical uses of government publications.

Databases are updated on a continuing basis, which keeps the information current but is impossible to track and preserve.

The Legislature is about to introduce a bill mandating that all state publications be produced online only. There is no mention of preservation in this bill, it is seen purely as a cost saving measure.

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

Raise awareness by talking to legislators and their staff

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

A number of publications once on agency Web sites can no longer be found on the Web.

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