State Government Digital Preservation Profiles

Texas 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 **a**rchives and **r**ecords **m**anagement 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.
Texas

Name and affiliation of individual(s) who responded on behalf of the state or territory.
Carolyn Foster, for State Archivist Chris LaPlante, Texas State Library and Archives Commission

Tim Nolan, State and Local Records Management Division, Texas State Library and Archives Commission
(At-risk government digital information)

Danielle Cunniff Plumer, Coordinator, Texas Heritage Digitization Initiative, Texas State Library and Archives
Commission (Preservation activity, specifically THDI and Information at-risk)

Kevin Marsh, Network Services Librarian, Texas State Library and Archives Commission (Preservation activity,
specifically TRAIL)

Martha Richardson and Regina Rousseau, Texas Department of Information Resources

This profile includes information provided by the following units for this state:
- Library
- Archives
- Records Management
- Other (please specify)
- Texas Department of Information Resources

Texas Department of Information Resources

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 Manage-ment 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 Texas Department of Information Resources issues guidance and sometimes standards.

Additional information.
The following comments were provided by Carolyn Foster, Texas State Library and Archives Commission:

For standards 1 and 2, I am unsure how to answer. The Library has the authority, I believe, but the Administrative Rules (13 TAC 6) issued to date are not prescriptive. I don't know that they can be considered standards and/or guidelines.

For questions 3, the State Library and Archives Commission's authority is exercised by the State and Local Records Management Division.

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 Manage-ment 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	
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				

Other services provided and the units that provide them.
The Texas Department of Information Services may provide some of these services as well.

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).					
Setting information technology standards and or guidelines for information creation (e.g., state approved software applications).					
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 following comments were provided by Carolyn Foster, Texas State Library and Archives Commission:

For standards 1 and 2, I am unsure how to answer. The Library has the authority, but the Administrative Rules (13 TAC 1.6) issued to date are not prescriptive. I don't know that they can be considered standards and/or guidelines.

For questions 3, the State Library and Archives Commission's authority is exercised by the State and Local Records Management 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	
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				

Other services provided and the units that provide them.
The Texas Department of Information Resources may provide some services.

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 Manage-ment 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 Texas Department of Information Resources issues guidance and sometimes standards.

Additional information.
The following comments were provided by Carolyn Foster, Texas State Library and Archives Commission:

For questions 1 and 2, I am unsure how to answer. The Library has the authority, I believe, but the Administrative Rules (13 TAC 6)issued to date are not prescriptive. I don't know that they can be considered standards and/or guidelines.

For questions 3, the State Library and Archives Commission's authority is exercised by the State and Local Records Management Division.

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	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				

Other services provided and the units that provide them.
The Texas Department of Information Resources may provide some 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:
Texas Heritage Digitization Initiative

SHORT DESCRIPTION:
The Texas Heritage Digitization Initiative (THDI) has been established in order to enhance access to distributed special collections of cultural heritage materials, increase collaboration among interested institutions, assist smaller institutions and organizations with digital projects, collaborate on grant seeking efforts, and to create resources for use by participating institutions and organizations, such as regional digitization laboratories, digital archives for long-term preservation of digital master copies, and training for participants related to standards and best practices.

The Texas State Library has received an IMLS grant to develop a seamless, integrated access to THDI collections across the state through the federated search capability of the Library of Texas (LoT). This grant also provides assistance to eleven grant partners to improve standards compliance and interoperability for their digitized collections of cultural heritage materials, which may include creation or revision of descriptive and administrative metadata, migration of digital objects to new formats, or implementation of new technical infrastructures, particularly infrastructures that are compliant with Open Standards and which preferably have been developed under Open Source licenses.

The eleven grant partners are: Austin Public Library; Dallas Public Library; Fort Bend County Museum; North Richland Hills Public Library; Stephen F. Austin State University; Texas A & M University; Texas General Land Office; Texas Historical Commission; University of North Texas; University of Texas at Arlington; and the University of Texas at Austin.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:
http://www.library.unt.edu/digitalprojects/texdig/thdi.htm
http://www.tsl.state.tx.us/thdi/index.html

CONTACT FOR THIS ACTIVITY:
Danielle Cunniff Plumer, Coordinator, Texas Heritage Digitization Initiative, Texas State Library and Archives Commission
512.463.5852 (phone) / 512.936.2306 (fax)
dplumer@tsl.state.tx.us

TITLE OF THE STATE GOVERNMENT DIGITAL INFORMATION PRESERVATION ACTIVITY:
Texas Records and Information Locator (TRAIL)

SHORT DESCRIPTION:
The Texas Records and Information Locator (TRAIL) service has been in place since 1999, providing a searchable index of Texas state agency Web publications. Initially populated with data submitted by agency staff, in 2002 this system converted to a harvester model where all current Web publications from each of 180 agencies are automatically collected and indexed periodically. A localized version of these Web publications being preserved for future access.

Despite many failures of the harvesting software and persistent problems with the localization features, this system has collected, preserved and provided access to over 69,000 Texas state agency Web publications.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:
http://www2.tsl.state.tx.us/trail/about.jsp

http://www2.tsl.state.tx.us/trail/

CONTACT FOR THIS ACTIVITY:
Kevin Marsh, Network Services Librarian, Texas State Library and Archives Commission
512.463.5534 (phone) / 512.936.2306 (fax)
kmarsh@tsl.state.tx.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).			

Other training needed for digital preservation capability.
No information provided

Additional information on existing training programs.
Going point by point... Identify the type and amount of digital information throughout the state. SLRM conducted a survey. Perhaps the data is available?

Select and appraise state government information in digital form. The State Archives have appraised electronic records based on their content and their archival value. Once appraised as archival, state agencies are responsible for maintaining electronic records per 13 TAC 6.95 (b)

Identify key stakeholders related to specific digital information (other local/state agencies, other states, private sector, etc.). SLRM's survey data?

Negotiate and make agreements with key stakeholders to preserve digital information. Negotiate is not the appropriate verb. The State Archives cites the Texas Administrative Code 13 TAC 6.95 (b).

Acquire state government information in digital form for holdings. The State Archives does not accept the transfer of digital information. SLRM holds digital information in storage for state agencies.

Manage state government information in digital form (metadata, reformatting, etc.). The TRAIL program within the Texas State Library and Archives Commission acquires digital publications and manages them.

Manage the ingest of digital information into a repository. The TRAIL program within the Texas State Library and Archives Commission acquires digital publications and manages them.

Manage the long-term storage of digital information in a repository. The TRAIL program is meant to store digital publications for the long-term.

Develop mechanisms to monitor the long-term usability of state government information in digital form. The State Library does not monitor electronic information.

Make state government information in digital form accessible to users. The TRAIL program within the Texas State Library and Archives Commission acquires digital publications, manages them, and makes them accessible

to users.

Produce a disaster and recovery planning for state government information in digital form. State and Local Records Management Division offers training in disaster and recovery planning. The Texas Department of Information Resources DIR may offer training or guidance.

Manage copyright, security, and other legal issues of relevance to state government digital information. Not many publications by Texas state government are copyrighted. Security of publications is not an issue. A legal issue could be version control. TRAIL maintains superseded publications for a number of years.

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:
The Texas Railroad Commission began a scanning project of its district offices' oil and gas files. The records are permanent at the agency and have been appraised as archival.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:
The project was not successful because users found that records in the system were hard to find. The project was ultimately stopped because the Railroad Commission decided not to continue to support the software.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
Fortunately, the original (paper) records were retained.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
Another state agency scanned paper maps for the Texas State Library and Archives Commission.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:
Aside from ensuring that the maps were treated properly physically, TSLAC had no input on the software used, metadata collection, resolution, etc. The other agency provided this service without charge.

After a software migration at TSLAC, some files were unreadable.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
The original maps are still available for another scan.

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
There is so much at risk it's hard to narrow it down. Many state agencies are scanning documents and presumably destroying the original. Are these at risk? Hard to say. The agencies did have to fill out a work request for Neubus [state scanning vendor] that asks them what their preservation strategy is. Since we don't track how well the agencies follow the admin rules, how are we to know if they are at risk until it is too late? Some other examples of records at risk are e-mail, some websites that are transaction oriented (Texas On-line). [Information provided by Tim Nolan, Texas State Library and Archives Commission]

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:
No information provided

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
No information provided

DESCRIPTION OF AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
[Information provided by Danielle Plumer, Texas State Library and Archives Commission] Across the state, institutions have created digital collections of cultural heritage materials. These include both 'born digital' materials such as databases of historic sites mapped via GIS and digitized collections of historic documents, artifacts, and images.

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:
Funding has traditionally been available for institutions to create digital collections; in 2002 and 2003, for example, the Texas State Library and Archives Commission provided $200,000 to fund the TexTreasures program, through which many institutions were able to digitize collections of cultural heritage materials. However, long-term support for maintenance and preservation of these collections has not been identified, and even after only a few years several collections have been lost.

Other risk factors include the use of proprietary formats or software that limits long-term usability and access to digital collections. In some cases, materials can be migrated to newer formats, but this may involve loss of information or the interpretation of existing information in a way that alters the original intention of the creators of

the collection.

Finally, disaster management practices for digital materials have focused on the possibility of hardware or software failure, with the result that institutions are generally good at creating local backups of digital materials and databases. However, regional disaster scenarios require that backups be distributed as widely as possible, and this has not been effectively practiced at either the state or local level.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
The Texas State Library and Archives Commission, as part of its IMLS National Leadership Grant to improve access to cultural heritage materials, is assisting the Texas Heritage Digitization Initiative to create and disseminate standards and best practices relating to digital preservation. These standards and best practices will include recommendations for metadata, including administrative, use, and preservation metadata, and interoperability, including the promotion of systems that rely upon Open Standards and which preferably have been developed under Open Source licenses. In addition, the IMLS grant allows the Texas State Library and Archives Commission to provide assistance to many institutions across the state to bring their existing collections into greater compliance with these standards and best practices.

Possible future activities for the preservation of at-risk digital collections of cultural heritage materials include the Texas State Library and Archives Commission taking the role of certifying or auditing trusted digital repositories across the state and developing a network for state-wide backup and archival storage of digital collections. Funding and institutional support for these activities have not been established.

Examples of government digital information that was not preserved and is no longer accessible.
A database controlling access to a recent governor's correspondence files was deleted before it could be transferred along with the records because, according to the governor's office, the database was proprietary.

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.
The State Archives as well as the State and Local Records Management Division participated in the Texas Department of Information Resources' enterprise architecture project, specifically, the data and electronic records domain.

Links to relevant documentation that describes the unit's involvement in the state's Enterprise Architecture efforts.
http://www.dir.state.tx.us/ace/index.htm

Section 7. Additional Thoughts or Comments

The Texas State Library and Archives Commission and the Texas Department of Information Resources jointly sponsor a yearly conference on electronic records management. Attendees include records managers and information technology personnel.

Another yearly e-records forum with a focus on records management is jointly sponsored by the Texas State Library and Archives Commission, the National Archives and Records Administration - Southwest Region, the Society of Southwest Archives, the University of Texas at Austin School of Information, and the National Association of Government Archives and Records Administrators. Attendees include archivists, records managers, and information technology personnel.