State Government Digital Preservation Profiles

Wisconsin LA

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.
Wisconsin

Name and affiliation of individual(s) who responded on behalf of the state or territory.
Sally Drew, Department of Public Instruction, Division for Libraries, Technologies and Community Learning

Peter Gottlieb, Wisconsin Historical Society

This profile includes information provided by the following units for this state:
- Library
- Archives

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	X

Other standards and the units with authority over setting them.
1. The Library works with the Department of Administration, Division of Enterprises Technology (DET) on metadata formats.

2. DET may have some authority in this area. DET has set some architectural standards.

3. The Public Records Board has authority in this area. This group is made of designees of the governor, the attorney general, the legislative audit bureau, and the Wisconsin Historical Society. It is a statutory board.

Additional information.
Wisconsin Enterprise Architecture Team (WEAT) within DET is advisory to the DET CIO and is responsible for activities referred in Section 6.

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	X
Consultation and training services on digital information creation.		X		X	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		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.
The Division works with OCLC to provide preservation services. The Division will also be consulting with the University of Wisconsin-Madison on preservation of electronic information.

DET also stores digital government information in that they have consolidated server initiative and manage executive agency servers for some agencies now. The have not migrated preserved information for the far long term.

DET provides and manages the portal search engine.

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.
The Legislative Reference Bureau is a partner in using OCLC Services, but has not yet done much data entry.

The legislature has its own authority over these areas and operates its own technology.

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.
No information provided

Additional information.
The legislature has its own authority and takes care of its own technology and digital information.

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.
No information provided

Additional information.
Judicial agencies handle their own technology in this regard.

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 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
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.
No information provided

Additional information.
Judicial agencies handle their own technology in this regard.

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:
Wisconsin Digital Archive Pilot Project (Library)

SHORT DESCRIPTION:
The Division for Libraries, Technology, and Community Learning (State Library) has contracted with OCLC to use the Digital Archive to select, capture, catalog, and store digital government publications and websites. The Wisconsin Historical Society and the Legislative Reference Bureau are partners in this project. The digital records can be accessed through the state bibliographic database (WISCAT) and through OCLC. Users can click on the record to see the full electronic document.

The Division is also beginning discussions with the University of Wisconsin to see if the digitized information and its related metadata could potentially be stored on the University website if this is deemed to be desirable in the long-term.

The Division has responsibility for the Wisconsin Document Depository Program and has developed the Digital Archive as a part of that program.

The Division also works with state government agencies to set standards for metatagging and trains and consults with agencies on metatagging Web pages in order to improve access through Web searching. The metadata also improves the ability of staff to catalog publications and sites for preservation.

LINKS TO RELATED WEB SITES OR PROJECT DOCUMENTS:
No information provided

CONTACT FOR THIS ACTIVITY:
Abby Swanton
abbigail.swanton@dpi.state.wi.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.
Related to disaster recovery, DET has made effort to developed Continuity of Operations Plan, but this will not adequately cover recovery of lost information over time.

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:
No information provided

CONDITIONS CAUSING INFORMATION TO BE AT-RISK:
Decentralization of executive, legislative, and judicial branches and their functions.

Decentralization of authority for technology development. No assignment of specific authority for preservation on a broad basis. Each individual employee must have clear standards and guidance on preserving important records and act on this continuously. There needs to be a clear goal for preservation and instructions and methods to do it. This does not exist.

STRATEGIES CONSIDERED TO PRESERVE AT-RISK STATE GOVERNMENT DIGITAL INFORMATION:
Pilot project development to preserve state electronic publications that would have been contributed in the Document Depository Program.

Consolidation of server operations may contribute to planning for preservation.

Examples of government digital information that was not preserved and is no longer accessible.
Anything on a state government Web site before 2004 if it is not still there.

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.
Server consolidation

Email consolidation

Standard setting

Redesign of state portal

Content management system testing

Digitization of library collections

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

We were not able to discuss with the state's record management personnel in time to meet the deadline.