

The Trusted Digital Repositories Checklist

Government Records and Archives Aspects

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The Archival Context: Digital Records Currently Held By the NAA

Three current sources of digital record transfers:

- Royal Commissions,
- Personal Records,
- Agencies.

The Archival Context: Key Stakeholders

- Parliament
- Government
- Agencies
- The Legal System
- Australian Citizens
- National Collecting Institutions
- Archival Institutions
- Researchers
- Software vendors

The Archival Context: Key Stakeholder Expectations

These have been challenging to identify for two reasons:

- The diverse range of stakeholders who have very different business requirements, and
- The general lack of experience in dealing with born digital records in the Archival Context.

The Archival Context: Meeting Stakeholder Expectations

- NAA aims for Digital Records that must be ‘Retained as national archives’:
 1. Preservation for future access
 2. Maintenance of archival integrity
 3. Retention of appropriate ‘essence’ of the record during the preservation / archiving process.

The Archival Context: Special Considerations that Influence Digital Preservation

- Legislative and policy frameworks.
- Stakeholder / customer requirements.
- Public sector issues.

The Archival Context: Status – How Digital Records Are Currently Managed

- 2005 – NAA Digital Archive ‘Concessionally Operational’.
- 2006 – Processing of RNA Personal Records and Agency Transfers into the Digital Archive commenced on selected records.
- 2006 – Arrangement and Description work about to commence on Royal Commission digital records.
- 2006 – Digital Archive certification process to commence.



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Certification: NAA Three Step Process

1. Internal audit of the Digital Preservation Process.
2. Formal security certification to Highly Protected.
3. Certification against the Trusted Digital Repository Checklist.

Certification: Key Checklist Issues for the NAA

- B5 – Access management.
- C2 – Descriptive metadata.
- D3 – Security.

Certification: Issues for compliance

- Certifying authority.
- Appropriate tailoring of the checklist.
- Certification frequency.

Certification: Possible Checklist Enhancements

- Capacity planning,
- Quality management,
- Maintainability / supportability.



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