



Setting up long term digital preservation

DLM Forum Member Meeting
Luxembourg

14-15th October 2015



- **Context of the European Commission**
- **Records management building blocks**
- **Digital preservation**
 - Hermes Preservation Services I
 - Hermes Preservation Services II
 - Hermes Preservation Services III



Context - the European Commission

Main tasks:

Propose EU legislation to Parliament and Council

Manage and implement EU policies and budget

Enforce EU law (with the Court of Justice)

Represent the EU on the international stage in some areas (with EEAS)

Some figures:

College of 28 Commissioners and their private offices

Staff: ±40.000 (28 Member States, multilingual)

DG/Departments/Agencies: ± 40, in diff. locations/countries

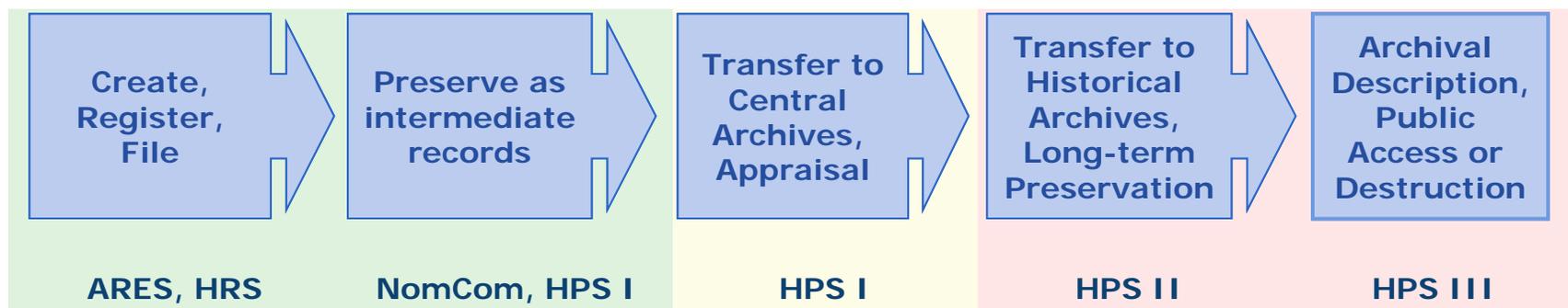
Resulting in:

documents, databases, websites, IT for processes for business specific
WF management, audit control, HR applications, etc.

Records management building blocks



Digital Preservation (HPS) Project Background



- **Project charter written in 2009**

↑ We are here

- **Stakeholders:**

- System Owner: SG
- System Supplier: DIGIT
- Key Stakeholder: Historical Archive Service (OIB)

- **OAIS compliance**

- **Wide scope → implementation in 3 phases**

- HPS I: Retention policies management, 1st review (developed in-house , in prod since 2013)
- HPS II: Digital 'archival' repository (*Preservica*, customisation and integration to be done in 2015)
- HPS III: Archival management, description and public access (to be implemented in 2017)

HPS – Overview

HPS I

Changes in the records management system:

- Retention policy linked to filing plan tree and files
- Preservation metadata added to file information
- Electronic "transfer" to Central Archives
- Electronic "first review"



Delivered in 2 iterations (2011, 2013)

HPS II

Set-up of a Digital "archival" repository

- Archival Repository Implementation
- Ingestion of Transfers
- SIP Creation Tools
- Transfers from records management system and legacy systems



Implementation in 2015

HPS III

Archives management

- Appraisal / 2nd Review of Archived Files
- Archival Description of Ingested Content
- Physical Storage Space Management, Reading Room, Loans
- Access to Files Opened to Public



Implementation in 2017



HPS II = Digital Repository

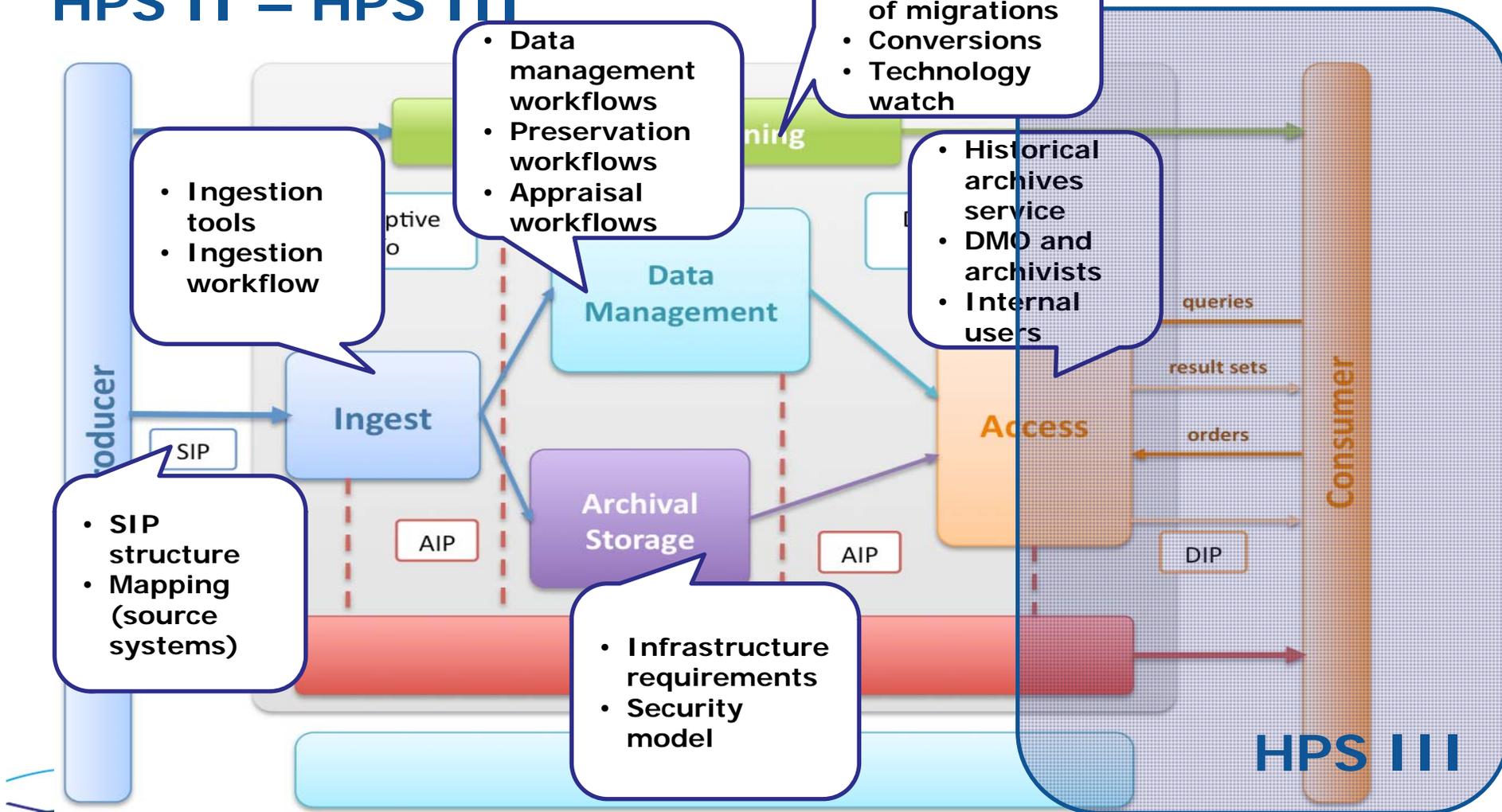
Objective: to have a trustworthy digital repository

Stages: 'Buy or build' stage > 'Decision' stage (*Preservica*) > 'Implementation' stage

Key Challenges:

- Integration with the main ERMS (Hermes/Ares/NomCom)
- Transfers from other sources
- Metadata Management
- Ingestion workflow
- Access and security
- Architecture and infrastructure
- Storage types / preservation policies
- Extension towards IT Governance

HPS II – HPS III



Next step: HPS III: main steps

- Buy or build stage
 - Need: integrated support for the archival workflow, such as appraisal, accessioning, description, arrangement, publication of finding aids, collection management, and preservation = managing, describing and publishing archival collections
- Decision stage
- Implementation stage
 - Appraisal / 2nd Review of Archived Files
 - Archival Description of Ingested Content
 - Physical Storage Space Management
 - Reading Room, Loans
 - Access to Files Opened to Public
- Timing: 1 ½ years

Overview

UC and Actors

HPS II or HPS III

