Just Doing It!

Smithsonian Institution Archives – Rockefeller Archive Center

Joint Electronic Records Project
Managing Resources, Time, and Milestones

or

Managing the Project
- Goals
- Project partners
- Project details
- The larger context
From 50,000 feet

- A practicable Electronic Record Archive System (ERAS) model for small to medium size archives
- Localized pilot ERAS functioning at partner organizations
  - Positioned for a long life – solid business case
  - Best practices-based management and preservation
  - Capacity and scalability
  - Framework for next generation digital records
- Emphasis on email, other common use formats
  - Involvement with more innovative technology (TRB involvement)
Partner demographics

**Rockefeller Archive Center**
- Serves as permanent repository for:
  - 21 Rockefeller organization, e.g. Museum of Modern Art
  - 6 other philanthropic organizations
- Distinct IT environments, business workflows, and attitudes toward records
- Low level of record management influence on record creators
- 30 years of ongoing relationships with donors

**Smithsonian Institution Archives**
- Serves the Smithsonian Institution’s 35+ units
  - Official record archives
  - Institution record manager
- Permanent and temporary records management
- Largely (but not completely!) centralized IT environment and culture
- Single, complex organization’s set of processes and policies
- Some electronic record policy and ERM best practices in place
- Preservation and maintenance processes are largely manual
SIA Electronic Records Program

- SI Archives Electronic Record Program began 1997 under Edie Hedlin and Fynette Eaton
  - Groundwork of policy development and initial accessions
  - Study and pilot for archiving websites
- Reactivated in 2003
  - Staffing increase – 2.5 dedicated FTE plus volunteers
  - Began production archiving and preservation
    - websites, legacy formats, CAD, databases
    - 1M+ records, 60% since January
  - Comprehensive inventory and preservation
    - Risk management
Project details

- Phase 1: Survey & Draft Guidance
  - Staffing now complete: 3 dedicated archivists
  - IT involvement from RU and SI
  - Participant commitments

- Phase 2: System Design and prototype
  - Technical
    - OAIS model
  - Initial record transfers will also

- Phase 3: Preservation, Lessons Learned, Next Steps
Thinking on your feet

- Build awareness
  - Of your project
  - Of their business
- How do “they” win?
  - ... who cares?
- Resources and materials
  - Synergies built early on can help minimize task slippage later on
- A portfolio mentality
Risk management

- For your records
  - Don’t forget your system
  - Obsolescence factors
    - Know your records and your environments
    - Take advantage of other research
  - Quality assurance!!
    - Every stage
  - Access

- For your project
  - Momentum
  - External and internal support
  - The right business choices (ROI, cost-effectiveness)
    - Hidden costs
The larger context

- Too many projects to mine, too little time
- Some choices
  - NHPRC projects
  - Digital Archive Certification (RLG and others)
  - Persistent Archive Testbed
  - NDIIPP initial projects
  - Center for Government Technology
  - NARA’s ERA
- Topical areas
  - Automation tools
  - Open source and commercial solutions
  - Data and system standards
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